Minutes
Regular Meeting
Hertford County Board of Commissioners
Multi-Purpose Room – Judicial Center
Monday, May 1, 2017
9:00 A.M.


Absent: None

Also Present with the Board: Loria D. Williams, County Manager; Charles L. Revelle, III, County Attorney; Juan Vaughan, II, Assistant County Manager; and Shelia W. Matthews, Clerk to the Board

Chairman Ronald J. Gatling called the meeting to order and provided the invocation.

CONSENT AGENDA
On a motion by Mitchell and a second by Freeman, the Board voted unanimously to approve the consent agenda as follows:

(1) Approval of Minutes
   (a) March 06, 2017 – Regular Meeting
   (b) March 20, 2017 – Regular Meeting
   (c) March 21, 2017 – Reconvened Meeting
(2) Approval of Tax Refund

The approved tax refund was as follows:

Refund in the amount of $113.77 due to the fact that the taxpayer sold his boat in October, 2010, but paid his bill in 2012, 2013, and 2016. Refund should be sent to: Peter H. James, III, 519-A Manley Avenue, Ahoskie, NC, 27910.

PERSONNEL
Leah Craddock, Human Resources Director/Risk Manager, introduced the following new County employees:

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kenneth Pate</td>
<td>Solid Waste</td>
</tr>
<tr>
<td>Kira Lyles</td>
<td>Detention Center</td>
</tr>
</tbody>
</table>

Assistant County Manager Juan Vaughan II and Tax Collector Sheena Suggs had previously been introduced.

At this time, Mrs. Craddock introduced the nominees for the Employee of the 3rd Quarter. They were Pamela Carr (Emergency Management) and Elvira Spiers (Register of Deeds). Elvira Spiers was announced as the winner.

COOPERATIVE EXTENSION/GOVERNOR’S AWARD
Becky Castello, Administrative Assistant with Cooperative Extension, was present to announce the NC Governor’s Volunteer Award winners. They were Mary and Wallace Banks, as well as Wendy Burgess.
On a motion by Mitchell and a second by Freeman, the Board voted unanimously to approve the following FY 2016-2017 Hertford County Budget Ordinance Amendment #15 as presented by Sandy Pittman, Finance Director:

**AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 2016-2017**

BE IT ORDAINED by the Governing Board of the County of Hertford, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2017:

**REVENUE:**

<table>
<thead>
<tr>
<th>Department</th>
<th>Account Number</th>
<th>Description</th>
<th>Amount Increase</th>
<th>Amount Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miscellaneous Revenue</td>
<td>100100-415500</td>
<td>Insurance Claims</td>
<td>$38,303</td>
<td></td>
</tr>
<tr>
<td>Revenues</td>
<td>100112-448500</td>
<td>Fund Balance Appropriated</td>
<td>$120,250</td>
<td></td>
</tr>
</tbody>
</table>

Total Changes in Revenue: $158,553

**EXPENDITURE:**

<table>
<thead>
<tr>
<th>Department</th>
<th>Account Number</th>
<th>Description</th>
<th>Amount Increase</th>
<th>Amount Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheriff</td>
<td>104180-551003</td>
<td>Capital Outlay - Vehicles</td>
<td>$55,000</td>
<td></td>
</tr>
<tr>
<td>EMS</td>
<td>104205-551003</td>
<td>Capital Outlay - Vehicles</td>
<td>$103,553</td>
<td></td>
</tr>
</tbody>
</table>

Total Changes in Expenditures: $158,553

**Explanation:**

Budget for replacement of vehicles declared total loss by insurance company (2 sheriff, 1 EMS).
COUNTY POLICIES

Juan Vaughan, II, Assistant County Manager, presented a policy for hanging portraits in the courtrooms. After some discussion, a motion was made by Freeman and seconded by Mitchell to approve the policy with clarification the portraits are maintained and owned by the family and to include item number 12 from the proposed draft policy. Additional discussion was held before a vote was taken regarding the cost of the portrait and the inclusion of that item in the policy. The motion passed, with Commissioner Horton opposing the motion. The adopted policy is as follows:

County of Hertford, North Carolina Policy on Hanging Portraits in Courtrooms

PURPOSE:
To provide guidelines and outline the process for hanging portraits in courtrooms located in the Hertford County Courthouse. The goal of this policy is to establish systematic methodology for selecting portraits for hanging in county courtrooms.

SCOPE:
This policy applies to portrait hanging in Courtroom A and Courtroom B of the Hertford County Courthouse

POLICY:
1. Only portraits of judges of the NC General Court of Justice shall be hung in the courtrooms. (These include portraits of Supreme Court Justices, Court of Appeal Judges, Superior Court Judges, and District Court Judges.)
2. The judge must have served as a judge of the NC General Court of Justice for a minimum of 10 years.
3. The judge must have been a resident of Hertford County for a minimum of 10 years.
4. The maximum size of any portrait is 38” x 45”.
5. The minimum size of any portrait is 20” x 24”.
6. Portraits of judges meeting the given criteria shall be chosen by the Hertford County Commissioners and based on recommendations from the Sixth District Bar Association.
7. The judge may be living or deceased.
8. All costs shall be paid by the judge or the judge’s family.
9. Any portrait is subject to removal from the courtroom by the Hertford County Commissioners for any reason.
10. Portraits shall be presented to Hertford County and hung by county staff in any location on the courtroom wall as determined by the Hertford County Commissioners.
11. Portraits of District Court Judges shall be hung in Courtroom A. Portraits of all other judges shall be hung in Courtroom B.
12. The judge shall be retired from the NC General Court of Justice and retired from the practice of law.
13. Ownership and responsibility for maintenance of the portrait shall remain with the judge or family of the judge.

BUDGET
Loria D. Williams, County Manager, presented the Proposed FY 2017-2018 Hertford County Budget as follows:
VALUE AND GROWTH FACTORS
Property Values dictate Tax Rate

**Tax Rate - Formula Driven**
The estimated taxable value for 2017-18 is $1,605,907,842. Therefore, with a tax rate of 0.84 cents and a collection rate of 95%, the projected property tax revenue is $12,815,544, using the following formula:

$1,605,907,842 \times 0.84 \times 0.01 \times 0.95 = $12,815,544

resulting in expansion dollars for this planning year of $174,002 - in comparison of last years expansion dollars of $284,203.

### BUDGET DRIVERS
- Health & Liability Insurances
- Personnel
- Capital Outlay
- Education

### VALUE AND GROWTH FACTORS
Property Values dictate Tax Rate

<table>
<thead>
<tr>
<th>Year</th>
<th>Estimated Value</th>
<th>Projected Value</th>
<th>Tax Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>$1,489,426,278</td>
<td>$1,520,020,020</td>
<td>1.2%</td>
</tr>
<tr>
<td>2013</td>
<td>$1,546,905,505</td>
<td>$1,584,075,505</td>
<td>1.1%</td>
</tr>
<tr>
<td>2014</td>
<td>$1,599,688,260</td>
<td>$1,634,046,260</td>
<td>1.1%</td>
</tr>
<tr>
<td>2015</td>
<td>$1,645,467,141</td>
<td>$1,679,820,141</td>
<td>1.1%</td>
</tr>
<tr>
<td>2016</td>
<td>$1,694,069,634</td>
<td>$1,724,007,634</td>
<td>1.1%</td>
</tr>
<tr>
<td>2017</td>
<td>$1,743,572,842</td>
<td>$1,774,002,842</td>
<td>1.1%</td>
</tr>
<tr>
<td>2018</td>
<td>$1,794,075,282</td>
<td>$1,824,002,282</td>
<td>1.1%</td>
</tr>
</tbody>
</table>
REGIONAL TAX RATE COMPARISON

- Hartford County has the highest tax rate.
- Madison has the second highest tax rate.
- New Milford has the third highest tax rate.
- Danbury has the lowest tax rate.
- Norwalk has the second lowest tax rate.
- The average tax rate for the region is 5.19%.

ALLOCATION FOR PUBLIC SCHOOLS

HEALTH & LIABILITY INSURANCE FACTS

- Workers Compensation claims for the year are slightly below claims for the prior year at an average cost of $1.8 million, with an average of $1.0 million.
- General Liability claims have increased from $1.3 million to $2.5 million.
- Health Insurance claims have increased from $1.5 million to $2.0 million.

REVENUE FACTORS

- Personal Income Tax
- Sales Tax
- Property Tax
- Miscellaneous Revenues

- Total Revenue
- Total Expenditures
- Surplus/Deficit
EXPERIENCE FACTORS

Let's Get Down to Brass "Tax" "Fun Intended"

EXPENDITURE FACTORS

EXPANSION FEES

Let's Get Down to Brass "Tax" "Fun Intended"

EXPANSION FEES

RECOMMENDED BUDGET

INTRODUCTION

GENERAL FUND CONCLUSION

This budget is recommended at a 1.2% increase over the prior year's budget. This reflects the overall economic growth and the need to fund essential services. The budget includes additional funds for public safety, education, and infrastructure.

The total budget is shown in the chart below. The budget is balanced and reflects a responsible approach to fiscal management.

I would like to thank all involved in the budget process and encourage continued dialogue to ensure the needs of the community are met.

The budget was approved by the Board of Commissioners and will be presented to the county council for final approval.

The budget includes the following key areas:

- Public Safety: $50 million
- Education: $75 million
- Infrastructure: $30 million
- Health Services: $40 million
- Other Services: $20 million

The budget reflects a balanced approach and is designed to support the needs of the community while maintaining fiscal responsibility.
### ENTERPRISE FUNDS

**Self-financing via User Fees**

- **Solid Waste**
  - **Revenue:** $435,000
  - **Expenditures:** $125,000

- **Northern Water**
  - **Revenue:** $69,000
  - **Expenditures:** $69,000

- **Southern Water**
  - **Revenue:** $85,000
  - **Expenditures:** $85,000

- **Tunis Sewer District**
  - **Revenue:** $30,000
  - **Expenditures:** $30,000

### NORTHERN WATER

<table>
<thead>
<tr>
<th></th>
<th>2018-19</th>
<th>2019-20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>$435,000</td>
<td>$69,000</td>
</tr>
<tr>
<td>Salaries</td>
<td>$2,000</td>
<td>$3,000</td>
</tr>
<tr>
<td>TOTAL EXPENSES</td>
<td>$435,000</td>
<td>$69,000</td>
</tr>
<tr>
<td>TOTAL EXPENSES</td>
<td>$435,000</td>
<td>$69,000</td>
</tr>
</tbody>
</table>

### SOUTHERN WATER

<table>
<thead>
<tr>
<th></th>
<th>2018-19</th>
<th>2019-20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>$69,000</td>
<td>$85,000</td>
</tr>
<tr>
<td>Salaries</td>
<td>$2,000</td>
<td>$3,000</td>
</tr>
<tr>
<td>TOTAL EXPENSES</td>
<td>$69,000</td>
<td>$85,000</td>
</tr>
<tr>
<td>TOTAL EXPENSES</td>
<td>$69,000</td>
<td>$85,000</td>
</tr>
</tbody>
</table>
On a motion by Freeman and a second by Farmer, the Board voted unanimously to schedule a budget work session on June 5, 2017, after the Board Meeting.

On a motion by Mitchell and a second by Freeman, the Board voted unanimously to schedule a Public Hearing for public input on the proposed FY 2017-2018 Hertford County Budget for June 19, 2017, at 7:15 P.M.

COUNTY MANAGER’S UPDATE
The County Manager distributed a handout regarding the renovation of the Scott Edwards Building. It is a proposed renovation of $200,000 for each suite (Elections and Nutrition Site). On a motion by Freeman and a second by Mitchell, the Board voted unanimously to approve the renovation project as presented.

COMMISSIONERS’ COMMENTS
There were no Commissioners’ Comments.

On a motion by Freeman and a second by Mitchell, the Board voted unanimously to go into a meeting of the Board of Equalization and Review.

BOARD OF EQUALIZATION AND REVIEW
Shelia W. Matthews, Clerk to the Board, administered the following oath of office to Commissioner Mitchell (recently reelected), who was absent from the Board of Equalization and Review Meeting in April:

OATH OF OFFICE
Board of Equalization and Review
I, William F. Mitchell, Jr., do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as a member of the Board of Equalization and Review of Hertford County, North Carolina, and that I will not allow my actions as a member of the Board of Equalization and Review to be influenced by personal or political friendships or obligations, so help me God.

MINUTES
HERTFORD COUNTY BOARD OF EQUALIZATION AND REVIEW MEETING
May 1, 2017

The Hertford County Board of Equalization and Review met again on Monday, May 01, 2017 at 10:30 A.M. in the Multipurpose Room of the Courthouse (2nd floor); 119 Justice Drive, Winton, North Carolina.
Members present were: Ronald J. Gatling, Chairman
Curtis A. Freeman, Vice-Chairman
John Horton
Johnnie R. Farmer
William F. Mitchell, Jr.
Sylvia F. Anderson, Clerk

Also present was Charles L. Revelle, III, Attorney for Hertford County

Due to the absence at the April 3rd, 2017 meeting, William F. Mitchell, Jr., took the oath required of the North Carolina Constitution for the Board of Equalization and Review. On a motion to open the Board of Equalization and Review by Curtis A. Freeman and seconded by William F. Mitchell, Jr., the meeting was called to order by Ronald J. Gatling, Chairman.

Sylvia F. Anderson, Clerk to the Board, stated that all informal appeals were handled. Therefore, there were no appeals for 2017 and requested for the Board of Equalization and Review to close for 2017. On a motion by Curtis A. Freeman, and seconded by William F. Mitchell, Jr., the Board of Equalization and Review adjourned for the year 2017.

____________________________________________________________________________________

Sylvia F. Anderson
Clerk to the Board of Equalization and Review

**REGULAR SESSION**

On a motion by Freeman and a second by Mitchell, the Board voted unanimously to adjourn the meeting.